



## WELCOME TO MEDICAL HOLDING COMPANY

The Medical Holding Company staff is proud and pleased to be of service to you. It is our intent to provide you with the most professional, efficient and expedient assistance as you in-process into this organization.

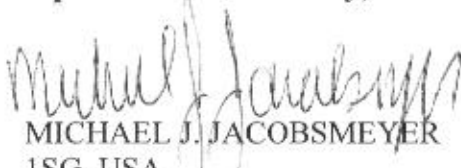
In an effort to ensure a smooth transition into the Medical Holding Company, we ask that you have the following readily available: copy of official orders (Attachment, Assignment, and Mobilization), copy of official profile (temporary, permanent) and an ink pen.

All soldiers will be required to in-process (sign -in on the Personnel Register DA 647, and completely fill out a Personal Data Sheet).

Requirements summary is as follows:

1. **PERSONNEL:** Personal Data Sheet, DA 647, and provide copy of (Orders, Leave, DA 1610, Profile) Bldg 3642A (210)-916-9719/6401
2. **FINANCE:** Provide copy of DA 31, 201 file, and Orders (Mobilization and Attachment/Assignment). Bldg 3642 Rm 112 (210)-916-7139.
3. **MEDICAL:** Appointments and Medical Boards. Case Management, Hospital, 6<sup>th</sup> Floor. (210)-916-0824
4. **IN-BRIEF:** Commander/ISG in-brief as scheduled and Platoon Sergeant in-brief. Bldg 3642A (210)-916-9719/6401.
5. **(RESERVE/NATIONAL GUARD SOLDIERS ONLY)** Personnel In-Processing Record, and provide copy of orders (Mobilization and Attachment) to the PAD office in the hospital, Bldg 3600, 1<sup>st</sup> floor (210) 916-0846.

**It is mandatory that all soldiers completely in-process into the Medical Holding Company to prevent accountability, administrative, and financial issues.**

  
MICHAEL J. JACOBMEYER  
1SG, USA  
First Sergeant

  
NORMAN W. AYOTTE  
CPT, SP  
Commanding